

**BY ORDER OF THE COMMANDER,
PACIFIC AIR FORCES**



AIR FORCE INSTRUCTION 33-322

PACIFIC AIR FORCES COMMAND

Supplement 1

9 JUNE 2004

Communications and Information

RECORDS MANAGEMENT PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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<http://www.e-publishing.af.mil>.

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Supersedes AFI 33-322_PACAF SUP 1,
15 February 2000

Pages: 2
Distribution: F

This publication applies to the Air National Guard (ANG) only upon mobilization and does not apply to the Air Force Reserve Command (AFRC) units and members.

SUMMARY OF REVISIONS

This includes annual SAV for short tour bases, implementation of base vital records program and follow up procedures for SAVs. Further defines E-mail and electronic information/data as official records. A bar (|) indicates revisions from the previous edition.

AFI 33-322, 7 October 2003, is supplemented as follows:

2. Electronic records and E-mail messages that document a decision or mission activity of the government and contain any future reference value to the recipient/holder in the conduct of official business must be maintained and preserved as an official record under federal records laws.

3.2.1. Prohibitions include E-mail or other electronically stored information or data that meets the definition of an official record.

5.2. Records Manager (RM), Functional Area Records Manager (FARM), and Records Custodian (RC) training guides are posted and available for download on the Command Records Manager (CRM) web site.

5.3. Until a certified commercial records management application (RMA) has been implemented, maintain electronic records in accordance with PACAF Electronic Records Management Interim Solutions Guide. The guide is available on the CRM web site.

5.4.1. Records disposition recommendations will be routed through the FARM and RM for evaluation, recommendations and/or comments before forwarding to the CRM. RMs will submit AF Form 525 and supporting documents to the CRM for processing in accordance with AFI 37-138, paragraphs 2.11.1 and 9.2.

6.1.3. To assist in developing local procedures for electronic records keeping, use RMA instructions or PACAF Electronic Records Management Interim Solutions Guide.

6.1.4. RM will ensure proposals comply with criteria and standards established in DoD-STD 5015.2-R, Department of Defense Design Criteria Standard for Records Management Application Functional Base-line Requirements.

| 6.1.6. If not specified otherwise by the RM, the Base or Assistant RM will approve the file plan.

6.1.10. RMs will review support agreements and determine requirements for training, staff assistance visit (SAV), staging area support and other local requirements.

| 6.1.11. RM will provide a SAV to each FARM at least every 24 months. For short tour bases, SAVs will be performed at least every 12 months. Submit discrepancies in writing to the FARM/RC and complete follow up actions as required.

| 6.1.12. (Added) . Establishes and implements procedures for base Vital Records Program as required by AFI 37-138/PACAF Supplement, paragraphs 2.12.3(Added) through 2.12.3.2.9(Added).

6.2.4. To assist in storing electronic records use RMA instructions or PACAF Electronic Records Management Interim Solutions Guide.

| 6.3.1. All training will include electronic record management methods; FARMs and RCs will receive instructions for utilizing the Records Information Management System (RIMS). Training guides are available on the CRM web site.

| 7.8. (Added) . Implements procedures for organizational Vital Records Program as required by AFI 37-138, paragraph 2.12 and as supplemented.

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